



Puerto Rico Convention Center

PSAV Rigging Services

With its onsite office, PSAV Presentation Services is proud to serve as the exclusive in-house rigging contractor for the facility's meeting and event rooms, and ready to handle all of your rigging requirements. Allow us to assist you with our CAD and rigging expertise. Our experienced production riggers use PSAV on-site inventory of hoists, truss, hardware and scissor lifts to manage your event - from initial design to load out - saving you time and money.

The facility is equipped with a permanent rigging system. As part of a comprehensive overhead safety and risk management program, the system is periodically load tested and inspected. PSAV is required to approve all rigging designs and provide the rigging labor necessary to load in and load out any equipment attached to the facility's rigging system.

Begin the planning process early

Contact us soon to start the rigging-planning process and we'll discuss:

- Permits
- Ballroom Rigging Standards
- Rigging Equipment Guidelines
- Best practices

Here's how to plan with PSAV for your rigging needs:

- A Schedule Rigging Services form must be submitted with a scaled rigging plot 20 days prior to load in (31 days prior to load in to avoid penalty rates). If the form is received less than 20 days prior to load in, double time rates will be charged. See "To Order Service:" at the bottom of this page to learn more.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. Please use our CAD file (available for download below) as your design template.
- If a rigging plot is received by our offices which does not respect the venue rigging regulations, the client has the option to either redesign their event or have our offices redesign the event at a cost of \$75 per hour.
- All drawings must be received electronically. Hard copies will be accepted in a scale of no smaller than 1/8"-1'.

Exhibit Hall / Ballroom Standards

- The Ballrooms are equipped with permanent rigging points rated for 1000 lbs. Please refer to the CAD files for exact locations of the rigging points. There is NO RIGGING OTHER THAN THE PERMANENT RIGGING POINTS INSTALLED.



- No rigging is allowed from the air-wall tracks.
- PSAV must make all connections to the ceiling or supporting structure of the hotel.
- Only a PSAV rigger may move flown equipment.
- Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.
- PSAV will exclusively operate the Counterweight (fly-rail) system.

PSAV on-site practices

- PSAV will decide the number of riggers required for your event.
- PSAV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost effective event.
- PSAV will not "dead hang" items over 100lbs or 10' in length with a scissors lift. Chain hoists or crank towers must be used.

Rigging Equipment Guidelines

- A scissors lift is required for all rigging calls at the hotel. PSAV has lifts on site and available for rental. All lifts used in this facility must have white, non-marking tires and be in good repair. Construction or outdoor lifts will not be allowed in.
- All equipment and materials flown must pass ANSI guidelines and be approved.
- Any dynamic (moving) element requires an arrester device.
- A steel "safety" is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PSAV.

Rigging Rates

Rigging Point Charge (greater than 100 lbs.)

- Regular rate = \$175 each (includes .5 ton hoist)
- Penalty rate = \$200 each (includes .5 hoist)

Rigging Point Charge (less than 100 lbs.)

- Regular rate = \$40 each
- Penalty rate = \$50 each

Scissor Lift Daily Rental

- Regular rate = \$350
- Penalty rate = \$400

Scissor Lift Weekly Rental

- Regular rate = \$750
- Penalty rate = \$900

*Additional charges may apply for atrium equipment



Rigging Labor Rates

Riggers - Four-hour minimum required

- Regular rate = \$75 per hour
- Penalty rate = \$150 per hour

Overtime Conditions

Monday - Friday, 8 a.m. - 5 p.m. = Straight Time
Monday - Friday, 5 p.m. - Midnight = Time and 1/2
Monday - Sunday, Midnight - 8 a.m. = Double Time
Saturday, 8 a.m. - Midnight = Time and 1/2
Sunday, All Day = Double Time
Holidays**, All Day = Double Time

**Holidays = New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

To Order Service:

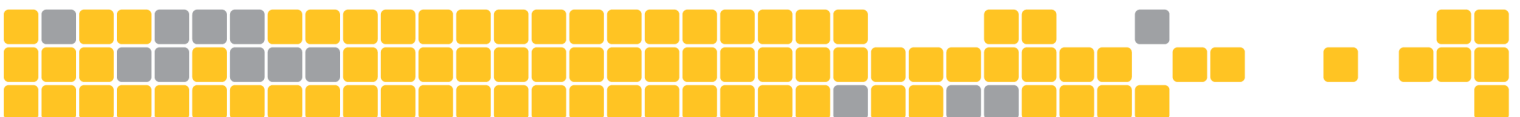
Follow this link to complete an online [order for rigging services](#)

High Speed internet Access And Network Services

The PSAV High Speed Advantage

PSAV® Presentation Services recognizes the time and budget your organization dedicates toward events. Offering fast, reliable and secure connections enables PSAV to provide customers with complete HSIA solutions and the peace of mind that comes with having the support of the world's most experienced event technology leader.

- Fast - Reliable - Secure Connections
- Superior Bandwidth Access
- Carrier Grade Equipment
- 24 / 7 / 365 Network Monitoring from our NOC
- Custom High Speed Solutions Wired or Wireless Connections Dedicated Bandwidth Custom Configurations
- Complete Peace of Mind Integrated Event Technology Certified Training
- Professional Onsite Team
- Streamlined Experience Consultative Planning Process Post-Show Review
- Transparent Billing





A Better Network – A Better Meeting

Add value to your meetings with technology

At PSAV, we deliver complete HSIA solutions that empower your meeting and add value for your delegates.

Solutions including computer and networking rental equipment along with dedicated internet access allow your delegates to maximize their productivity.

Redefine the event experience

Make the switch to mobile applications and transform your next event into an incredible interactive experience.

Best in class

PSAV knows how to optimize an HSIA package to support your specific mobile needs.

Create a virtual meeting with our complete HD Video Conference solution

Perfect for those VIPs, regional groups, and presenters who are unable to attend

Hundreds of certified locations around the world

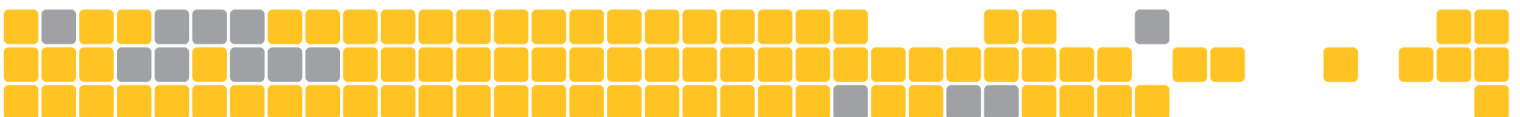
Ability to network a single or multiple remote locations

Capable of Telepresence or General Session modes

All equipment and dedicated internet services in one package

Ask your PSAV® Presentation Services representative how these services can add value and enhance your next meeting.

HSIA Rates	
Basic WIFI- Shared Bandwidth *	
Basic WI-FI Internet per connection	50.00
Basic WI-FI Internet 5 connections	200.00
Basic WI-FI Internet 10 connections	380.00
Basic WI-FI Internet 20 connections	700.00
Basic WI-FI Internet 30 connections	975.00
Basic WI-FI Internet 40 connections	1,200.00
Basic WI-FI Internet 50 connections	1,500.00
Basic WI-FI Internet 100 connections	3,000.00
Daily Bandwidth Pricing	
Daily Dedicated Bandwidth 512 kbps	425.00
Daily Dedicated Bandwidth 1Mbps	795.00
Daily Dedicated Bandwidth 1.5Mbps	1,130.00
Daily Dedicated Bandwidth 3Mbps	1,950.00
Daily Dedicated Bandwidth 5Mbps	2,900.00
Daily Dedicated Bandwidth 7Mbps	3,575.00
Daily Dedicated Bandwidth 10Mbps	4,625.00





Wired Internet Connection	
Wired Internet- Exhibit Hall	225.00
Wired Internet Connection- Meeting Rooms	190.00
Public IP	100.00
Custom Configurations	
Network Printer Configuration	295.00
Static IP Address Configuration	150.00
Custom Network Configuration	Call
HSIA Enhanced Security Firewall	Call
Personalized Splash Page	Call
HSIA Personalized Wireless Network	Call
HSIA Private VLAN	Call
HSIA Web/Conference Streaming	Call

*Basic Wi-Fi is a "best effort" service which means the bandwidth it is shared between your group and others. In order to ensure an equitable experience for all, your exact available bandwidth may vary with other usage throughout the facility. For guaranteed bandwidth, consider a dedicated option.

Audiovisual Packages

PSAV offers a variety of audiovisual packages, created from its most popular setup options, to help simplify the meeting planning process.

Planners have let us know what works best for them in different rooms, with different types of presentations for different audiences, and we designed packages to fit almost every meeting, convention, banquet or reception; any of which can be customized to fit a planner's unique event and budgetary needs.

Explore the event-technology options we offer, in as great or as little detail as you'd like.

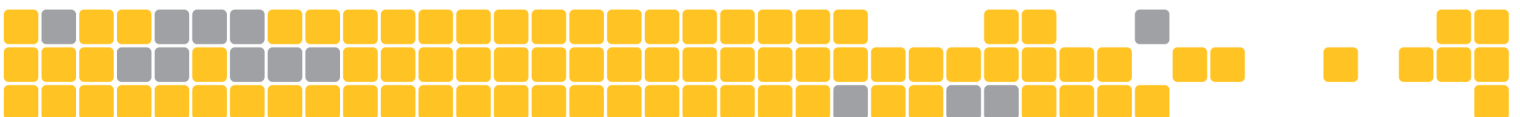
Experienced professionals are standing by to better understand your goals, answer your questions and help you choose the right support for your next event.

- COMPONENT PACKAGES -

Lighting and Décor Packages

PSAV provides a variety of lighting and décor options to help make your event memorable and engaging. For a minimal cost, you can help keep all eyes focused on your guest speaker with a simple podium light package or small stage wash. For more elaborate events, we can help you design extensive stage or theatrical lighting.

- Podium Lighting
- Stage Lighting
- Décor Lighting
- Projected Logos and Images
- Drapes, Lighting





Computer Packages

Wouldn't it be nice if you could rely on one dependable resource to support both your audiovisual and IT needs? You can - let us be the source for all your audiovisual and computer needs. You'll never make the wrong connection with one company servicing both your audiovisual and computer needs. We guarantee that our audiovisual and computer equipment will interface seamlessly, allowing you to focus on more critical elements of your program. Seamless integration with our hotel partners enhances our ability to service all of your computer service needs.

Our computer packages and services include:

- Computer Labs
- Cyber Cafés
- Digital Signage
- High Speed Internet Access
- Office Packages
- Presentation/Show PCs
- Registration Desk Package
- Speaker Ready Room
- Tradeshows and Exhibits
- Virtual Speaker Services for Networked Presentations

With our on-site staff already servicing your audiovisual needs, you'll have one contact, one provider, and a successful event! Few meetings can get by without on-site computer support, and we have all the technology you need. More importantly, we have qualified staff right here to make sure that you have not just the technology but also the support you need.

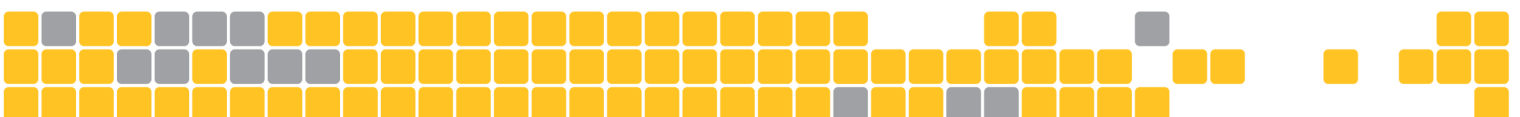
Audio Packages

Depending on your needs, we can offer a variety of audio packages; from a single wired microphone package, to stereo sound and recording packages. Make sure to speak with an audiovisual professional to discuss the best audio options that will ensure your messages are loud and clear.

- Microphone (single, wired)
- Wireless Microphone
- Breakout or Small Meeting Room
- Midsize Meeting Room
- Large Meeting Rooms
- Audio Recording
 - Cassette Recording
 - CD Recording
 - DAT Recording
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Meeting and Convention Packages

Break away from routine meetings with a meeting package. We offer an array of meeting packages ranging from functional boardroom packages with executive perks to customized convention packages that are sure to wow any audience.





Each meeting package includes the appropriate projection solution for your assigned venue and the latest audiovisual presenter tools on the market. General session packages include walk-in music and stage lighting options. Our general session packages are the perfect solution for any meeting budget, providing creative solutions that take the guesswork out of planning and accommodate just about any presenter request.

- Boardroom
- Breakout Rooms
- General Session
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Banquet and Reception Packages

PSAV can help create the perfect reception environment that is sure to impress your family, friends or colleagues. The reception room will be turned into an entertaining environment. When the speeches and presentations are over, relax with a banquet or reception package. Our banquet and reception packages are perfect for both social and corporate occasions. Simple, but impressive banquet settings can be themed to match your conference or special occasion. Whether you are just looking for reception support or want to provide accent lighting during a special dinner, these banquet packages can create an inviting and sophisticated look for your next event.

- Banquet Themed Lighting
- Reception Support
- Premier Reception
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Visual/Screen Packages

Visual presentations are often at the center of an important meeting. Our LCD projector packages are designed to provide the highest quality resolution at the best price for every available meeting room. We also offer an array of VCRs, DVD players and monitors to help ensure messages of any medium are able to reach every audience member. Professionally dressed screens are also available. Consult with an audiovisual professional to determine the best projector package for your event.

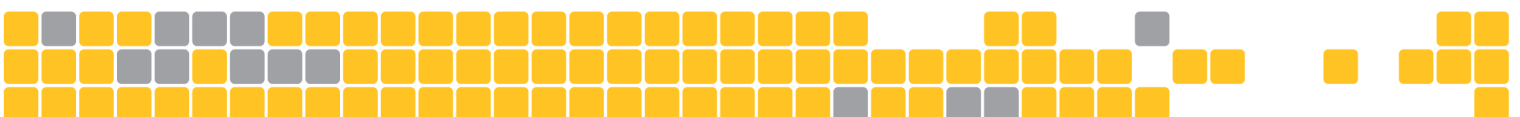
- LCD Meeting Room Projector
- Recommended for breakouts or small rooms only
- LCD Ballroom Projector
- LCD Large Event Projector
- Various video format players available (VHS, DVD, etc.)
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- EVENT PACKAGES -

Video Recording Packages

Video recording is a great way to capture highlights of an event or to share meeting messages with individuals who could not attend. Camcorder packages in VHS or Mini-DV format can help create a lasting impression. For larger audiences, professional broadcast-quality recording is available as well as video image magnification packages, which allow attendees in the last rows to enjoy the view of a front row seat.

- Camcorder - VHS format
- Camcorder - Mini-DV format
- Broadcast-quality





Presenter Packages

Speakers and meeting facilitators focus on keeping the audience engaged, to make sure messages get across. Presenter packages can help keep attendees focused on the most important aspect of any meeting: the presenter. Basic presenter packages include essential communication tools, while more extensive presenter packages can include Teleprompters, lighting and logo projections.

- Presenter Tool Kit
- Laser pointer, Wireless mouse, Two flip charts
- Teleprompter
- Podium light kit
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Wii™ Video Gaming Packages

Our [Wii Video Gaming Packages](#) include setups for small groups and passers-by or larger groups with multiple teams and more participants. Audiences enjoy seeing friends, family and colleagues perform their best for all to see on the big screen(s). Video-gaming is great for just about any group and occasion, most-typically used at:

- Themed parties
- Hospitality suites
- Teambuilding events
- Networking receptions
- Youth entertainment areas
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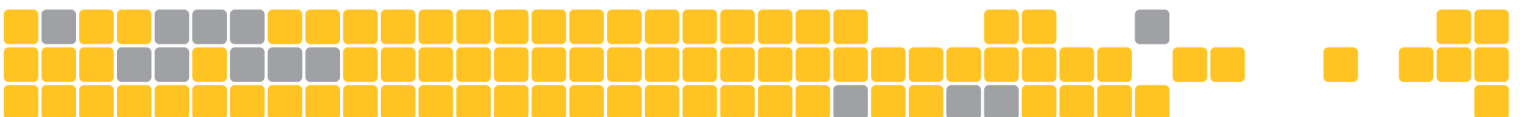
Social Events

Holiday events or other social occasions can be enhanced with themed lighting or a reception support package. Customized event packages can be designed to complement festivities and add the 'wow' factor to any social setting.

Package options include Gobos - illuminated images, which project symbols of your celebration - and mood-setting background music. Reception support packages can also include microphones for emcees, and screens for video montages or welcome messages.

Whether you're planning a Bar Mitzvah or your next company party, we can help set the mood and make your event outstanding.

- Banquet Themed Lighting
- Reception Support Package
- Lighting and Décor Packages





Contact us:

Javier A. Colton Colon
Sales Manager - PSAV@
jcolton@psav.com

■ Mobil: 787.408.5582 ■ Office: 787.300.6863 ■ Fax: 787.300.6822

Guarionex Rivera
Customer Service Representative - PSAV@
grivera@psav.com

■ Mobil: 787.363.6798 ■ Office: 787.300.6937 ■ Fax: 787.300.6822

Sandor Melendez
Producer/Project Manager - PSAV@
smelendez@psav.com

■ Mobil: 787.674.7733 ■ Office: 787.300.6937 ■ Fax: 787.300.6822

Néstor Nazario
Director - PSAV@
nnazario@psav.com

■ Mobil: 787.426.1756 ■ Office: 787.300.6937 ■ Fax: 787.300.6822

For More Information Visit us:

http://partner.psav.com/PuertoRicoConventionCenter/Products_and_Services.aspx

